

**TEMPLATE TO BE USED BY SETAs TO SUBMIT CONSOLIDATED
INFORMATION OBTAINED FROM EMPLOYER INTERVIEWS, TO DHET**

Version 31 May 2021

<p>GENERAL INFORMATION <i>(Please provide consolidated information)</i></p>
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SETA Name	
SETA Contact Person for this project	
Submission Date	
Total Number of organisations or companies interviewed	
Total number of people interviewed	
Total Number of Senior Positions interviewed	
Total Number of Mid-Level Position interviewed	
Total Number of Lower-Level Positions Interviewed	
Total Number of Small companies covered	
Total Number of Medium Companies covered	
Total Number of Large Companies covered	
Names of Sub-sectors covered	
Names of Provinces covered	

1. IMPACT OF COVID-19 ON ORGANISATIONS TO DATE

(Please provide consolidated information)

1.1. Staff have been retrenched	Threshold of staff retrenched	Total number of organisations by company size		
		Small (1 to 50 employees)	Medium (51 to 150 employees)	Large (151+ employees)
1.1A	Less than 10% of staff			
1.1B	Between 11% and 20% of staff			
1.1C	Between 21 and 30% of staff			
1.1D	Between 31% and 40% of staff			
1.1E	Between 41% and 50% of staff			
1.1F	Over 50% of staff			
1.2. Staff are working from home	Reported status	Total number of organisations by company size		
		Small (1 to 50 employees)	Medium (51 to 150 employees)	Large (151+ employees)
1.2A	Less than 50%			
1.2B	More than 50%			
1.3 Staff have new roles and responsibilities	Proportion	Total number of organisations by company size		
		Small (1 to 50 employees)	Medium (51 to 150 employees)	Large (151+ employees)
1.3A	Less than 50%			
1.3B	More than 50%			

1.4 To what extent will Skills Development be a priority for your organisation over the next 12 months?	Response	Total number of organisations by company size		
		Small (1 to 50 employees)	Medium (51 to 150 employees)	Large (151+ employees)
(1.4A) High Priority				
(1.4B) Medium Priority				
(1.4C) Low priority				
(1.4D) Please give a reason for the above answer:				

2. HARD-TO-FILL VACANCIES (H-T-F-Vs)

(2A) Did your organisation have occupations that were Hard-To-Fill¹ over the past 12 months?

If response is **Yes**, ask:

(2B) Which occupations were H-T-F-Vs?

(2C) If applicable, what are the possible reasons for these H-T-F-Vs?

¹ A HTFV is a vacancy that had had to be re-advertised or took longer than 6 months to fill because an appropriate candidate could not be found

3. SKILLS GAPS (TOP-UP SKILLS)	
What are the 3 most common skills gaps in your organisation for the three occupational categories identified below?	
(3A) High-level (managers and professionals)	
(3B) Mid-Level (technicians, associates, artisans and clerical)	
(3C) Lower-Level (plant operators and elementary)	
4. CHANGE DRIVERS	
4.1 Identify 3 major change drivers in your company/organisation.	
A.	
B.	
C.	
4.2 What are the implications of the above three change drivers for skills development in your company/organisation?	
4.2.1 Factor 1: Explain implications	
4.2.2 Factor 2: Explain implications	
4.2.3 Factor 3: Explain implications	

5. FUTURE SKILLS	
5(A) How has COVID-19 and other drivers affected the kinds of skills your organisation will need in the future?	
(5B) What are new and emerging <u>occupations</u> in your company/organisation?	
(5C) What are new and emerging <u>top-up skills</u> needed in your company/organisation?	

6. PRIORITY EDUCATION AND TRAINING INTERVENTIONS	
What are the top 3 priority education and training interventions that you think are necessary in order for your company/organisation to respond to skills needs?	
6A. intervention 1	
6B. intervention 2	
6C. intervention 3	

Thank You